

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-16	REVISED: 0	PAGE <u>1</u> OF <u>4</u>
	SUBJECT: LADDER, STAIRWAY, AND SCAFFOLD POLICY		

1.0 POLICY:

This policy is written to establish guidelines for employees whenever they must work with ladders, stairways or scaffolding as part of their City of Winona job. The intent of this plan is to:

- Create an awareness of hazards
- Standardize procedures for use and care of equipment
- Provide a format for training employees on proper use
- Minimize the possibility of injury or harm to our employees

Ladders and aerial lifts used by Fire Department and “tree crew” employees are governed under departmental policy on these pieces of equipment.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 ADMINISTRATION:

The City of Winona’s Safety Coordinator and Safety Team members have primary responsibility for developing and maintaining a ladder, stairway and scaffold policy that meets the OSHA specifications for safe standards. This written policy will be kept in the Administrative Manual and can be obtained on the City of Winona’s intranet web site or from administration.

4.0 FIXED INDUSTRIAL STAIRS:

Fixed industrial stairs are provided in our facility:

- For access from one structure level to another where operations necessitate regular travel between levels
- For access to operating platforms for any equipment which requires attention routinely during operations
- Where access to elevations is daily or at each shift for such purposes as gauging, inspection, regular maintenance, etc., where such work may expose employees to acids, caustics, gases, or other harmful substances, or for which purposes the carrying of tools or equipment by hand is normally required.

DEPARTMENT: SAFETY COORDINATOR	SUPERSEDES: NONE	PREPARED BY: DJW	APPROVED BY: EBS	DATE: 5/1/02 REVIEWED: 6/1/2006
---	----------------------------	----------------------------	----------------------------	---

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-16	REVISED: 0	PAGE <u> 2 </u> OF <u> 4 </u>
	SUBJECT: LADDER, STAIRWAY, AND SCAFFOLD POLICY		

All fixed industrial stairs are provided according to OSHA specifications for stair strength, stair width, angle of stairway rise, stair treads, stairway platforms, railings and handrails, and vertical clearance.

5.0 PORTABLE LADDERS:

All portable ladders provided for the City of Winona’s employees use, are constructed according to OSHA specifications in order to insure safety under normal conditions of usage.

For portable wood ladders, all wood parts are required to be:

- Free from sharp edges and splinters
- Sound and free from shake, wane, compression failures, decay, or other irregularities on visual inspection.

Metal ladders chosen by the City of Winona are:

- Designed without structural defects or accident hazards such as sharp edges, burrs, etc.
- Of sufficient strength to meet the test requirements
- Protected against corrosion unless inherently corrosion-resistant

6.0 FIXED LADDERS:

Fixed ladders are provided according to OSHA specification for design, clearance and pitch. All fixed ladders shall be maintained in a safe condition. Fixed ladders are inspected before each use and unsafe or broken areas reported to supervisor for immediate repair. If an unsafe condition is found, this ladder shall not be used until a repair is made.

7.0 SCAFFOLDS:

City of Winona employees have limited occurrences of scaffold use requirements for their job tasks. The aerial lift, operated by trained Park Maintenance employees, will be used for tasks needing to be done ten feet or greater off the ground. When use of a scaffold is necessary the scaffold and scaffold components shall be capable of supporting, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it. The scaffolds used must meet the requirements of OSHA Standard 1926.451. Fall protection while working on a scaffold ten feet above ground/surface must be implemented. A guardrail system must be present and have a minimum 200 pound top rail capacity. Scaffolds must meet safety rules found in 1926.452 or be taken out of service.

DEPARTMENT: SAFETY COORDINATOR	SUPERSEDES: NONE	PREPARED BY: DJW	APPROVED BY: EBS	DATE: 5/1/02 REVIEWED: 6/1/2006
---	----------------------------	----------------------------	----------------------------	---

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-16	REVISED: 0	PAGE <u>3</u> OF <u>4</u>
	SUBJECT: LADDER, STAIRWAY, AND SCAFFOLD POLICY		

8.0 WORK PRACTICES:

When ascending or descending, the climber must face the ladder/stair. All ladders must be designed as a one-person working ladder based on a 200-pound load. The following requirements apply to the use of ladders at the City of Winona:

- Side rails shall extend at least three feet above the upper landing surface this ladder is to gain.
- Shall be clean and free of slipping hazards
- Will not be loaded beyond maximum intended load
- Are used for purpose of design
- Shall be used at appropriate angles
- Shall be used only on stable level surfaces unless secured
- Cannot be used on slippery surface unless secured or equipped with slip-resistant feet
- Should not be placed where activity can displace them unless secured or manned
- Where top and bottom of ladder is kept clear
- Shall not be moved or shifted while occupied
- Must meet nonconductive side rail standard(1926.951) when exposed to electrical equipment
- Top step of step ladder shall not be used as a step

Ladders will be inspected before each use to insure safety and serviceability. Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty components must not be used. Employees finding ladders with any of these conditions must report them to their supervisors and take them out of service. Improvised repairs may not be made. Ladders taken out of service must be tagged "Do Not Use".

9.0 RECORDKEEPING:

Each department is responsible for maintaining records of ladder inspections. The Safety department will maintain records of training accomplished for any employees in a department. The records of training will be in individual safety records.

10.0 TRAINING:

All employees who work on ladders, stairways and scaffolds will be provided with training on

DEPARTMENT: SAFETY COORDINATOR	SUPERSEDES: NONE	PREPARED BY: DJW	APPROVED BY: EBS	DATE: 5/1/02 REVIEWED: 6/1/2006
---	----------------------------	----------------------------	----------------------------	---

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-16	REVISED: 0	PAGE <u>4</u> OF <u>4</u>
	SUBJECT: LADDER, STAIRWAY, AND SCAFFOLD POLICY		

initial hire and periodically as needed. Training may be on-the-job training from a trained co-worker or classroom for more involved equipment training needs. Department supervisors along with City of Winona Safety Coordinator are responsible for providing the training. Elements included in the training program include the safe work practices and other requirements of the City of Winona policy.

Employees who perform work on scaffolds will be trained by a qualified person, according to 29 CFR 1926.454(a), to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Employees trained must understand the skills and safe work practices needed to erect, disassemble, move, operate, repair, maintain, work on or inspect scaffolds.

11.0 DISCIPLINARY PROCEDURES:

Constant awareness of and respect for ladder, stairway and scaffold safety procedures and compliance with all safety rules are a necessary part of job responsibilities of City of Winona employees. Failure to follow safe work practices regarding ladders, stairways and scaffolding may result in disciplinary action.

DEPARTMENT: SAFETY COORDINATOR	SUPERSEDES: NONE	PREPARED BY: DJW	APPROVED BY: EBS	DATE: 5/1/02 REVIEWED: 6/1/2006
---	----------------------------	----------------------------	----------------------------	---